

(c) *To and from common carrier terminals and office*—(1) *Round trip instead of taxicab to carrier terminals.* Instead of using a taxicab under § 301-2.3(c), payment on a mileage basis at the rate of 31 cents per mile and other allowable costs as set forth in § 301-4.1(c) shall be allowed for the round-trip mileage of a privately owned automobile used by an employee going from either the employee's home or place of business to a terminal or from a terminal to either the employee's home or place of business. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under § 301-2.3(c) for a one-way trip between the applicable points.

(2) *Round trip instead of taxicab between residence and office on day of travel.* Instead of using a taxicab under § 301-2.3(d) (in connection with official travel requiring at least one night's lodging), payment on a mileage basis at the rate of 31 cents per mile and other allowable costs as set forth in § 301-4.1(c) shall be allowed for round-trip mileage of a privately owned automobile used by an employee going from the employee's residence to the employee's place of business or returning from place of business to residence on a day travel is performed. However, the amount of reimbursement for the round trip shall not exceed the taxicab fare, including tip, allowable under § 301-2.3(d) for a one-way trip between the points involved.

(3) *Privately owned conveyance used to transport other employees between residence, office, and common carrier terminals.* Payment under paragraphs (c)(1) and (2) of this section may be made without the taxicab fare limitation when the privately owned conveyance used by the employee for official travel is also used to pick up and transport one or more additional employees traveling between home, office, and common carrier terminals incident to a temporary duty assignment. Employee participation under this provision is voluntary. The names of the additional employees and their employing offices/agencies should be stated on the travel voucher in accordance with § 301-4.5.

(4) *Parking when automobile is left at terminal.* The fee for parking an auto-

mobile at a common carrier terminal or other parking area while the traveler is away from his/her official station shall be allowed only to the extent that the fee plus the allowable reimbursement to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of § 301-2.3(c).

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#### **§ 301-4.3 Use of a privately owned conveyance instead of common carrier transportation.**

Whenever a privately owned conveyance is used for official purposes as a matter of personal preference instead of common carrier transportation under § 301-2.2(d), payment for such travel shall be made on the basis of the actual travel performed, computed under § 301-4.1 at the mileage rate prescribed in § 301-4.2(a) plus the per diem allowable for the actual travel. The total allowable shall be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation. Constructive cost of transportation and per diem by common carrier shall be determined under the following rules:

(a) *Mode of travel to be used for comparison*—(1) *Airplane.* The mileage payment shall not exceed the constructive cost of coach-class airline accommodations, as defined in § 301-3.3(d)(2)(i) of this chapter, on a commercial air carrier. If travel is between a city/airport pair for which air carrier service is provided under contract with GSA, the constructive cost is limited to the appropriate contract air fare. If no air carrier is under contract with GSA to provide service between a particular city/airport pair, the constructive cost is limited to the lowest unrestricted coach-class fare provided by a commercial air carrier serving that city/airport pair. For purposes of this provision, coach-class accommodations are considered to be provided by a carrier when they are scheduled on flights

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serving origin and destination points, regardless of whether space would actually have been available had the traveler used air transportation for the official travel.

(2) *Train.* When the air accommodations described in paragraph (a)(1) of this section are not provided between the origin and destination points, the mileage payment shall be limited to the constructive cost of coach-class train accommodations for the travel performed. The constructive cost comparison also may be made with rail transportation, even though commercial air accommodations are provided between the city/airport pair, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides. The constructive cost comparison may be limited to the cost of extra fare service as defined in § 301-3.3(b)(2)(iv) of this chapter only when extra fare service has been authorized as advantageous to the Government.

(3) *Bus.* When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.

(b) *Transportation costs to be considered in addition to fares.* In determining the constructive common carrier cost, there shall also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

(c) *Per diem allowance.* The constructive per diem shall be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

(d) *Use of actual and reasonable schedules.* In making the foregoing constructive cost comparisons of transportation, scheduled departure and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded.

(For this purpose, “unreasonable hours” means those which would unduly inconvenience the traveler or adversely affect his/her safety, or which would result in unduly increasing the constructive per diem.)

[54 FR 20276, May 10, 1989, as amended by FTR Amdt. 3, 54 FR 47524, Nov. 15, 1989; FTR Amdt. 32, 58 FR 58240, Oct. 29, 1993]

### **§ 301-4.4 Use of a privately owned conveyance instead of a Government-furnished automobile.**

(a) *Planning for use of Government-furnished automobiles.* When use of a privately owned conveyance is authorized or approved under § 301-2.2(e) even though use of a Government-furnished automobile would be more advantageous to the Government, reimbursement to the employee shall be limited to the cost which would be incurred for use of a Government-furnished automobile. The normal rate of reimbursement shall be that provided in paragraph (b) of this section; however, agencies should obtain commitments from employees who are expected to perform extensive automobile travel on official business whether they will use Government-furnished automobiles or whether they will elect to use privately owned conveyances. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-furnished automobiles, and commitment changes shall be made in sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-furnished automobiles as required. An employee who is committed to use a Government-furnished automobile shall not be authorized reimbursement for use of his/her privately owned conveyance instead of a Government-furnished automobile; except that, if such an employee occasionally uses his/her privately owned conveyance when a Government-furnished automobile is available, mileage reimbursement limited to the cost of operating a Government-furnished vehicle (fixed costs excluded as provided in paragraph (c) of this section) may be authorized or approved.

(b) *Reimbursement based on Government costs.* It has been determined that